

# POSITION DESCRIPTION

## Learning Support Officer

John Paul College, Frankston is a Catholic co-educational secondary school with a rich heritage in the traditions of the FCJ sisters and the Marianists.

### MISSION

John Paul College provides an exemplary and holistic education within the Catholic tradition. We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience, and inspires faith in action.

“With Him is the  
fullness of life”  
JOHN 10:10

Our motto is our vision – the commitment to ensure every member of our community is empowered to achieve success, act with integrity, and contribute to the common good – Christian discipleship for a just world.

The work of the Learning Support Officer will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive, and holistic. The Learning Support Officer will work to develop an understanding of the Catholic, Marianist and Sisters of the Faithful Companions of Jesus ethos and the values of the College and ensure that they work within those foundational traditions and mission of the school.

### PURPOSE OF POSITION

At John Paul College, the Learning Support Officers work under the direction of the Head of Stewart Centre for Individual Learning. Learning Support Officers work in classes where there are students requiring specialist support such as:

- Assist and support mobility, toileting, dressing, communication, curriculum, in classrooms and school grounds
- The promotion of independence - to develop the greatest independence possible for students
- Social skills development - to help students develop appropriate social skills in small or large group situations and in the school yard, on excursions and in other school situations
- The fostering of success - by facilitating student involvement in relevant and meaningful learning activities.

Learning Support Officers work with students – both those with disability and those without - in a classroom setting or in a one to one or small group in the Stewart Centre for Individual Learning, Resource Centre and Wellbeing Hub as directed by the Director of Inclusion & Wellbeing Centre and/or Subject Teacher, being mindful of the students' individual needs and personality. The specific role of each Learning Support Officer is determined by the Director of Inclusion & Wellbeing and/or Subject Teacher and is informed by the Program Support Group (PSG) and Personalised Learning Plan (PLP) for the particular student. Learning Support Officers may be required to assist with supervision in the yard outside of class times, in running special activities outside of class time and attend excursions and camps to appropriately support access and participation.

The Learning Support Officer is also required to be familiar with and comply with the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct. The Learning Support Officer will assist in the provision of a child safe environment for students and demonstrate duty of care to students in relation to their physical and mental wellbeing.

## RESPONSIBILITIES AND SPECIFIC DUTIES

The specific responsibilities of the Learning Support Officer are:

- Teacher Assistance
- Student Development – social, emotional, academic and access
- Follow and deliver adjustments in student plans
- Administrative Tasks
- Deliver intervention programs
- Other duties as directed.

### Student Development

- Promote academic excellence and independence
- Actively promotes positive self-image and confidence in our students
- Promotes daily living and organisational skills
- Social/Emotional development

### Student Plans

- Assists with the implementation of PLPs created by the PSG
- Attends PGS meetings when appropriate

### Student Assistance

- Assists students with their daily work. This may include assisting student with organisational skills, scribing lengthy work from the board/overheads, scribing for exams, assisting in practical classes, photocopying lengthy notes and missed work, assisting with typing, brainstorming, explaining set work, planning, writing summaries given to them orally, preparing specific teaching aids etc.
- Makes use of the student's planner/email to communicate homework requirements, school notices, special problems, highlights, successes etc
- Adjusts work for the student and locates simpler or extra research material on the topics to be studied, in consultation with the Subject Teacher / Learning Diversity Teacher
- Provides support to students in the Learning Management Space

### Administrative Tasks Assistance

- Maintains accurate and professional records of student growth, behaviour in class, and any social and emotional issues
- Attends professional development activities for further skills enhancement
- Attends appropriate staff meetings as directed

## CHILD SAFETY

Every person employed or volunteering at John Paul College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. (CECV (Catholic Education Commission of Victoria) Commitment Statement to Child Safety). Such responsibility requires employees to:

- provide students with a child-safe environment
- be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment

## KEY SELECTION CRITERIA

The successful applicant should be able to demonstrate:

- A demonstrated understanding of the ethos of a Catholic school and its mission
- A well-articulated understanding of what it means to be a staff member in a Catholic school
- Experience working with children
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Be a suitable person to engage in child-connected work
- Ability to work as part of a team
- A demonstrated commitment to personal professional learning.

## REPORTING RELATIONSHIPS

**REPORTS TO:** Director of Inclusion & Wellbeing

**ASSOCIATED RELATIONSHIPS:** LSO Coordinator, Learning Diversity Teachers, Subject Teachers and Director of People & Culture.

## POSITION CLASSIFICATION

Individual classifications are set out in the employment contract.

This role is classified as a 'Education Support Officer', Category B, Level 2, with employment conditions as per the Catholic Education Multi-Enterprise Agreement 2022 (**CEMEA**) as amended.

Must hold valid Employee Working with Children card and provide a current National Criminal Record Check.